



## ACCOUNTING ASSISTANT II

### *Auditor's Office, Financial Services Division*

Applications must be received via mail, fax, e-mail or in person by  
5:00 p.m. on September 29, 2006. POSTMARKS ARE NOT ACCEPTED

#### **THE JOB**

This position is responsible for providing technical and operational accounting support to the Financial Services Division of the Auditor's Office, as well as to other departments within the County. The incumbent's time will be spent on a variety of tasks; auditing accounts payable invoices, auditing employee reimbursements, processing vendor payments, preparing vendor payments for distribution, reconciling accounts and performing data entry functions for payroll.

#### **QUALIFICATIONS**

Position requires two years of general office experience – to include one year in the accounting field. One year (45 credits) of college-level accounting or bookkeeping education or training may substitute for the one year of required accounting experience. Experience with personal computer software packages including Microsoft Word, Excel, and Access is essential. All combinations of education, experience, and training that demonstrate the ability to perform the work will be considered. The ideal candidate will have the following strengths:

- Governmental accounting experience is desirable.
- Detail orientation necessary.
- Able to manage multiple projects effectively.
- Oracle financial system experience preferred.

**Knowledge of:** principles and practices associated with the operation of an automated financial system and double-entry bookkeeping; vouchering and billing procedures; general office practices and procedures; state and city sales tax laws.

**Ability to:** classify accounting transactions; maintain and reconcile accounts; perform double-entry bookkeeping; close accounts; prepare appropriate reports and statements; make arithmetic computations quickly and accurately; operate office equipment associated with this position; work independently and take initiative to solve problems and situations as they occur; operate PC software applications such as Word, Excel and Access.

#### **SALARY**

The salary range is \$14.00 – \$17.85 per hour. It is the general policy of the County to start employees in the lower or middle sections of the salary range. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement. This position is represented and requires membership in Local 11 – OPEIU (Office and Professional Employees International Union, AFL-CIO).

#### **SELECTION PROCESS**

1. **Application Review:** (Pass/Fail) – All applicants must complete a Clark County application and submit it to the Human Resources department by 5:00 p.m. on the closing date. Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. **Letter of Interest:** (Pass/Fail) – In addition to the Clark County application, applicants must submit a letter of interest detailing their experience in the areas mentioned above. Applicants who do not have the supplemental materials will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
3. **Supplemental Application Questions:** (Pass/Fail) – All applicants must complete the supplemental application questions to complete the application package. Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
4. **Oral Interview:** (Weighted 100%) - The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.

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## **REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:**

To apply, all application materials must be submitted by 5:00 p.m. on the filing date listed on the front of the recruitment announcement. **POSTMARKS ARE NOT ACCEPTED.** A Clark County application is required unless otherwise noted and supplemental materials (i.e., answers to supplemental questions, cover letter, etc.) may be required and must be submitted with the application. **Please read application materials thoroughly to determine application requirements.**

**Clark County Human Resources Department**  
**1300 Franklin Street - 5th Floor**  
**PO Box 5000**  
**Vancouver, WA 98666-5000**

**FAX (360) 397-2457 / TDD (360) 397-6032**  
**JOB INFO LINE (360) 397-6018**  
**E-MAIL [HRADMIN@clark.wa.gov](mailto:HRADMIN@clark.wa.gov)**  
**INTERNET <http://www.clark.wa.gov>**

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## **THE COUNTY**

Clark County, Washington is a growing community with a population of approximately 392,400, including the City of Vancouver (population 152,900). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

## **EQUAL OPPORTUNITY EMPLOYER**

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, disabled veteran status, veteran status, physical, mental or sensory disability, and sexual orientation. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Please notify Human Resources of the accommodation needed, preferably at the time of applying, but at least two days prior to the date needed.



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2468; TTY (360) 397-2445. If you have questions regarding job announcements please call (360) 397-2456.

**NOTE:** This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



## ACCOUNTING ASSISTANT II

### Supplemental Application Questions

*Posting # 06-09-149*

**In addition to the application, please submit the supplement describing your experience in the areas listed below. Completion of the supplement is necessary and must be submitted with your application to Human Resources by the final filing date. CANDIDATES WHO DO NOT COMPLETE THIS SUPPLEMENTAL APPLICATION WILL BE ELIMINATED FROM THE SELECTION PROCESS.**

Please describe your qualifications in the areas listed below. Be sure to check the appropriate description box regarding how much experience you have in each area, as well as what specific job duties you performed for specific employers.

AREA OF EXPERIENCE	EMPLOYER / DUTIES	AMOUNT OF EXPERIENCE
<b>ACCOUNTS PAYABLE</b>	<input type="checkbox"/> Significant Experience / Training Employer/Duties:	<input type="checkbox"/> Some Experience / Training <input type="checkbox"/> No Experience / Training
<b>ACCOUNTS RECONCILIATION</b>	<input type="checkbox"/> Significant Experience / Training Employer/Duties:	<input type="checkbox"/> Some Experience / Training <input type="checkbox"/> No Experience / Training
<b>AUTOMATED FINANCIAL SYSTEMS</b>	<input type="checkbox"/> Significant Experience / Training Employer/Duties:	<input type="checkbox"/> Some Experience / Training <input type="checkbox"/> No Experience / Training
<b>ACCOUNTS RECEIVABLE</b>	<input type="checkbox"/> Significant Experience / Training Employer/Duties:	<input type="checkbox"/> Some Experience / Training <input type="checkbox"/> No Experience / Training
<b>DATA ENTRY</b>	<input type="checkbox"/> Significant Experience / Training Employer/Duties:	<input type="checkbox"/> Some Experience / Training <input type="checkbox"/> No Experience / Training
<b>GOVERNMENTAL ACCOUNTING</b>	<input type="checkbox"/> Significant Experience / Training Employer/Duties:	<input type="checkbox"/> Some Experience / Training <input type="checkbox"/> No Experience / Training
<b>PAYROLL</b>	<input type="checkbox"/> Significant Experience / Training Employer/Duties:	<input type="checkbox"/> Some Experience / Training <input type="checkbox"/> No Experience / Training

**ACCOUNTING ASSISTANT II**  
**Posting #06-09-149**  
**Supplemental Application Questions**

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AREA OF EXPERIENCE	EMPLOYER / DUTIES	AMOUNT OF EXPERIENCE		
<b>SALES TAX PROCESSES</b>	<input type="checkbox"/> Significant Experience / Training <input type="checkbox"/> Some Experience / Training <input type="checkbox"/> No Experience / Training Employer/Duties:			
<b>TAX ACCOUNTING REPORT PREPARATION</b>	<input type="checkbox"/> Significant Experience / Training <input type="checkbox"/> Some Experience / Training <input type="checkbox"/> No Experience / Training Employer/Duties:			
<b>VENDOR/PUBLIC CONTACT</b>	<input type="checkbox"/> Significant Experience / Training <input type="checkbox"/> Some Experience / Training <input type="checkbox"/> No Experience / Training Employer/Duties:			

COMPUTER SOFTWARE:	VERSIONS	AMOUNT OF EXPERIENCE		
<b>Access, or similar database software (list names)</b>		<input type="checkbox"/> Significant Exp / Training <input type="checkbox"/> Some Exp / Training <input type="checkbox"/> No Exp / Training Employer/Type of work done:		
<b>Excel, or similar spreadsheet software (list names)</b>		<input type="checkbox"/> Significant Exp / Training <input type="checkbox"/> Some Exp / Training <input type="checkbox"/> No Exp / Training Employer/Type of work done:		
<b>Microsoft Word, or similar word processing software (list names)</b>		<input type="checkbox"/> Significant Exp / Training <input type="checkbox"/> Some Exp / Training <input type="checkbox"/> No Exp / Training Employer/Type of work done:		



proud past, promising future

**Human Resources Department**  
1300 Franklin Street – 5th Floor/PO Box 5000  
Vancouver, WA 98666-5000  
PHONE (360) 397-2456 FAX (360) 397-2457  
TDD (360) 397-6032  
Email: hradmin@clark.wa.gov  
www.clark.wa.gov

## EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

### GENERAL INFORMATION

POSITION APPLYING FOR		POSTING#	Social Security # (Used for processing -Optional)	
Last Name		First Name	Middle Initial	
Address		City	State	Zip + Four
Home Phone ( )	Work Phone ( )	Cell Phone ( )	Other ( )	
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes [ ] No [ ]		Are you legally eligible for employment in the United States? Yes [ ] No [ ]		
Will you accept: [ ] Regular [ ] Temporary Will you accept: [ ] Full Time [ ] Part Time		Shifts you will accept: [ ] Day [ ] Evening [ ] Night [ ] Weekend		
Have you been convicted or released from prison within the last 10 years? Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than traffic violations (do NOT list any conviction for which the date of conviction or prison release, whichever is more recent, is more than 10 years old)? Yes [ ] No [ ] If Yes, explain below. (A conviction record will not necessarily bar you from employment.)				
Date	Charge	Sentence	Remarks	

### EDUCATION

Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No		Degree/Title	Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.						

### CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



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## EMPLOYMENT HISTORY

List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.

### ***MOST RECENT POSITION***

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone (     )

Specific Duties:

Dates Employed:

From                  To

\_\_\_\_/\_\_\_\_/\_\_\_\_

mm yy      mm yy

Hours per Week \_\_\_\_\_

Final Salary \_\_\_\_\_

May we contact your current employer? Yes [ ] No [ ]

Reason for leaving or considering change:

### ***OTHER EXPERIENCE***

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone (     )

Specific Duties:

Dates Employed:

From                  To

\_\_\_\_/\_\_\_\_/\_\_\_\_

mm yy      mm yy

Hours per Week \_\_\_\_\_

Final Salary \_\_\_\_\_

Reason for leaving:

### ***OTHER EXPERIENCE***

Employer:

Address:

Position:

No. of employees you supervised:

Supervisor:

Phone (     )

Specific Duties:

Dates Employed:

From                  To

\_\_\_\_/\_\_\_\_/\_\_\_\_

mm yy      mm yy

Hours per Week \_\_\_\_\_

Final Salary \_\_\_\_\_

Reason for leaving:

**Attach additional sheets if necessary to include all work history.**

Be as complete as possible in outlining the duties of each position.

### **AGREEMENT, CERTIFICATION AND AUTHORIZATION**

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature is required at time of hire.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

## EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, physical, mental or sensory disability, sexual orientation, disabled veteran or veteran status. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to supervisors, the appointing authority or other department employees. It will be used for monitoring and for federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: \_\_\_\_\_ Posting No: \_\_\_\_\_

**GENDER:** Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

**ETHNIC GROUP:** If you are more than one race, please indicate one group only for record-keeping purposes.

[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

☐ *American Indian or Alaskan Native.* Tribal Affiliation: \_\_\_\_\_

☐ *Asian or Pacific Islander:*

☐ *Black (not of Hispanic origin):*

☐ *Hispanic*

☐ *White (not of Hispanic origin):*

**VETERAN:** Yes ☐ No ☐

**DISABLED:** Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

**DISABLED VETERAN:** Yes ☐ No ☐

### RECRUITING SOURCE

**Please tell us how you heard about this position** (select only one source):

**Publications:**

☐ The Columbian                      ☐ The Oregonian                      ☐ The Asian Reporter                      ☐ El Latino de Hoy  
☐ The Skanner-Portland                      ☐ Seattle Times                      ☐ Spokane Review                      ☐ The Olympian

**Internet Sites:**

☐ Columbian website                      ☐ Oregonian website                      ☐ Clark County Website                      ☐ Seattle Times website  
☐ El Latino de Hoy website                      ☐ Other Internet/Website: \_\_\_\_\_

**Other Sources:**

☐ Clark County Bulletin Board                      ☐ College/Career Center Referral                      ☐ Acquaintance/County Employee  
☐ Other: \_\_\_\_\_